

**BUDGET COMMITTEE MEETING
JANUARY 10, 2008
7:00 P.M.**

**CITY of NEWBERG FIRE STATION 21
3100 Middlebrook, Newberg**

Members

Present:	Mayor Bob Andrews	Jack Reardon (Chair)
	Mike Boyes	Darlyn Adams
	Roger Currier	Bob Larson
	Bart Rierson	Joel Perez
	Ernie Amundson	Jeff Palmer
	Marc Shelton	Andrew Smith

Members

Absent: Lon Wall (excused), Thomas Barnes (excused)

Staff

Present: Bob Tarniff, Interim City Manager
Terrence Mahr, City Attorney
Elizabeth Comfort, Finance Director
Dave Brooks, Information Technology Director
Leah Griffith, Library Director
Brian Casey, Police Chief
Al Blodgett, Fire Chief
Frank Douglas, Division Chief/EMS Coordinator
Alex Haven, Division Chief/Training Officer
Chris Mayfield, Division Chief/Fire Marshal
Dawn Karen Bevill, Recording Secretary

Jack Reardon, Chairperson called the meeting to order.

MOTION: Currier/Boyes nominated Jack Reardon as Chairperson. Motion carried.

MOTION: Rierson/Andrews nominated Bob Larson as Vice Chairperson. Motion carried.
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1. APPROVAL OF JUNE 26, 2007 MINUTES

MOTION: Larson/Palmer to approve the Budget Committee Minutes from June 26, 2007. Motion carried.
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2. BUDGET PROCESS OVERVIEW AND CALENDAR

Elizabeth Comfort, Finance Director reviewed the budget calendar with the committee which will be meeting again on January 15th. In mid April they'll receive a copy of the proposed budget from staff. There will be three meetings held at the Public Safety Building in May on the 1st, 15th, and 29th all beginning at 7:00 PM. If there is a need for any additional meetings the committee will be notified as soon as possible.

Councilor Bart Rierson asked the deadline for approval of the Budget by the City Council.

Elizabeth Comfort replied June 30, 2008 at 11:59 PM.

Elizabeth Comfort explained the budget focus every year is the services provided to the City and the efficiency in meeting those needs. The key services provided are Public Safety, Fire, Police, Planning & Building Dept., Library, and Public Works. Debt is a key part of the City and, in order to do major projects, funding mechanisms need to be in place. Part of balancing the budget is finding out how much is in revenues that are looked at from various sources such as estimating spend ages by the end of the year which is a carry over, property tax, and continued revenue sources. By March 14th, Elizabeth will need to have a revenue projection for the budget. On May 1st, it's her intention to do another research on those revenues.

3. CITY'S FINANCIAL STATUS OVERVIEW

Property Taxes

Elizabeth Comfort stated after much research on the property tax there are guidelines that are followed with an assessed value already established. Ballot Measure 50 in 1995 said you can only increase the value by 3%. In doing that you need to find out how much new growth has occurred in the last year. Building Permits are analyzed and since they do create a lag time they are looked at back to the last 6 months of the prior year and ahead to the next 6 months of the calendar year to determine new growth. The County goes out in January and looks at every new construction to see what was built, how much it's assessed for and approximately 75% of that new value is what the property taxes are assessed on. The new development is added to the assessed value and the property taxes are calculated. The money from 2007 will be received in the 2008-2009 year.

Councilor & Vice-Chair Bob Larson asked if the 91% collection rate mean 9% delinquency.

Elizabeth Comfort replied no and explained the City of Newberg has a \$4.38 tax rate they can multiply on the assessed value. That tax rate cannot be changed. 100% is not automatically received because of the 3% discount and foreclosures. 91% is a conservative amount of current collection and her recommendation.

Elizabeth Comfort stated an excellent question had been posed last year concerning the taxes that are received once a month and if that amount can be found out in advance. The Assessor said

there is no way of knowing how much each City will receive. The taxes are disbursed between every City in Yamhill County. That figure is created between the 4th and 10th of the month.

Darlyn Adams asked if the \$4.38 amount can be changed and if so, when.

Elizabeth Comfort replied no there is no forecast for change. It has been fixed since the mid 1990's.

Salaries:

Elizabeth Comfort explained there have been conversations and requests to do with marketing salary research for the City employees which will not be done this year, but instead will wait until the City Manager position is filled. The General Employees Retirement pickup, which was discussed last year, will be discussed at a later date, as well.

Information and Technology is City wide. There is continual growth and demand.

Capital Outlay:

Elizabeth Comfort explained Fund 32 is a fund where each department has reserves based on schedules for computers, vehicles, and other equipments lifespan; they are being fiscally responsible with reserves to replace those items when needed.

Microfilming has been an ongoing project since last year for storage of files, building and planning maps.

Debt & Utilities:

Elizabeth Comfort reviewed The General Obligation Bond for the Public Safety Building was voted on and authorized by the community and is paid back through property tax collection.

Certificate of Participation is a loan taken out to remodel City Hall and is collected through each permit and facility charges.

Debt for Maintenance/upkeep and Growth is a third component and Dan Danicic will talk about upcoming projects on Tuesday, January 15th. Reuse water will now be used to water the golf course which allows more capacity for the new water. The Citizens' Rate Review Committee looks at the utility rates that will help fund new projects.

Bob Tarniff, City Manager added the new expense proposals will be presented by the department heads and most of these requests will continue to need revenues to support them in the future. There needs to be a long-term revenue source in the paperwork.

Elizabeth Comfort stated she would start off with the first request for the 2009 budget is a need for staffing for a work study student in Administration in City Hall. Currently there are 4 other work studies who serve to various other departments. This additional cost is approximately \$9,000

per year which will be split between the City Manager, Human Resources, and possibly Legal departments.

Councilor Roger Currier thought a work study was on a volunteer basis.

Bob Tarniff, City Manager explained there are programs like that where time is volunteered.

Councilor Bart Rierson commented work study is a great program.

4. Legal Department Presentation: Terry Mahr

Terrence Mahr, City Attorney gave an overview of his department consisting of 1 attorney which is himself, a F/T Senior Paralegal, and 2 P/T employees; one helps with prosecution, the other as a secretary who works P/T with the Paralegal. Terry has had 2 Prosecutors in the last 13 years, the last one leaving in 2003. He would like to have a City Prosecutor who could prosecute cases at approximately \$45 - \$50 hourly and who could handle and review cases in Municipal Court. Currently, Terry spends 10+ hours a week handling Municipal Court prosecution. He tries to avoid jury trials by prosecuting misdemeanors as violations when appropriate and works with the Police Officers to resolve issues. \$30,000 is a budget his department could handle for a City Prosecutor.

Terry Mahr started with the City of Newberg in 1986 and reviewed the court revenue climb which has gone up 373% which reflects the increase in Municipal Court. The number of Police Officers, Sergeants, Detectives, and Lieutenants has gone up from 20 in 1995 to 25 in 2008 with anticipated staffing growth of 7 new officers. The number of Citations written has increased from under 3,000 in 1995 to 4,655 in 2007 and the number of Service Calls is up 13% in the last 3 years.

In summary, the Legal Department needs a Prosecutor, allowing Terry approximately 10 hours a week added to being City Attorney and requests \$30,000 yearly to fill that position.

Chair Reardon asked if this would be on a contract basis.

Terry Mahr replied yes, paid per hour.

Councilor & Vice-Chair Bob Larson asked if that individual would work out of City Hall or their own office.

Terry Mahr explained there is a Prosecutor's office at the Public Safety Building that is shared by a Judge and the Prosecutors Assistant so a work station would be provided.

Councilor Jeff Palmer asked if Terry has information on court expenses.

Terry Mahr replied they have a Court Clerk Administrator, an Assistant Court Clerk, a Bailiff, and an Interpreter.

Councilor Roger Currier asked if there was an increase due to having a Translator on staff.

Terry Mahr replied no, they've had a Translator since 1995.

Councilor Bart Rierson asked if the court revenue climb was due to the red light.

Terry Mahr replied yes

5. Information Technologies Department Presentation: Dave Brooks

Dave Brooks, Information Technology Director explained his current staff is as follows:

- Director, 1 FTE
- IT Tech, 2.5 FTE
- Webmaster, 5 FTE

There are 4 on staff in his department at this time and the information technology they are responsible for are desktop and notebook computers, servers, local and remote networks, telephones (system and cellular), mobile data terminals, internal and public websites, data backup, and 911 center computer systems. City departments are turning to computers and technology in order to increase efficiency.

Dave Brooks reviewed the Service call workload at 350 completed per month, 30 – 50 calls awaiting completion at any given time. There are 30 projects, 12 of those still active. The on-call technician is called in after hours about twice a week. Depending on the nature of the problem, the technician may not be available during normal business hours.

The workload system maintenance comprises of 30 servers, 27 networks, 23 appliances, 152 desk phones/ 109 cell phones, and backup data at 52 terabytes/year (last year was 31TB).

Capital Outlay was not funded last year, this year there will be funding needed. Capital projects removed from last year's budget will be revisited to support, and the final amount of Capital Outlay expense will be driven by decision packages from other departments.

Ernie Amundson asked if staff could be divided day/night shift.

Dave Brooks replied there aren't enough people to do that. The one more staff member requested couldn't do it either.

4 minute break

6. Library Department: Leah Griffith

Leah Griffith, Library Director gave an introduction to the library stating the Library Centennial will have a week of celebration events May 27 – 31, 2008. The library checks out books, DVDs, CDs, magazines and passes to the Children's Museum. 228,000 items were checked out this past year with 2,400 new library cards issued.

Councilor & Vice-Chair Bob Larson asked if they have any connection with Evergreen.

Leah Griffith replied they did for the first year Evergreen was opened and maybe next year.

Stats provided: 15,000 questions were answered last year, up 7% from the year before. The Program attendance is 20,000 people annually and they're first in the state for per capita attendance for libraries serving over 2000, which is up 12% from last year. There are 475 programs offered annually. 6 story times are offered per week for all ages for brain development. Movies are offered after hours, Saturday afternoons, and Friday nights. All schools send classes or the library goes to the schools. T3 is teens tutoring adults who need computer help.

For those who can't come to the library there are books and audio books delivered by Faith in Action Volunteers to homebound individuals and boxes of books delivered to home and institution child cares.

Next month training will be offered on using the City Website. The Internet is widely used with 28,000 sessions up to 1 hour annually. The Internet also assists on job searches, food handlers, testing, insurance, distance learning, and airline tickets. This is up 34% from last year.

Virtual library services are offered which include event listings, access to library catalogs, the Oregonian from 1987 on, consumer reports, family search genealogy, and automotive repair.

26 databases from EBSCO are offered which include encyclopedias, general magazine indexes, health, business, legal, computers, government, and newspapers.

Fund 22 is the Library Gift & Grant Fund for Making Room to Read. There are no general fund monies in this fund. The Ready to Read Grant from the State Legislature is \$3,700 for 2008. Other Misc. Grants are the Grants to Support Children's Expansion expenses which the Friends and Foundation provided \$8,000 in 2007. Library donations are as follows:

- Library Friends: \$10,000 in annual grants
- Library Foundation: \$7,500 annual grants
- Misc. Gifts, Memorials: \$5,000 - \$10,000
- Children's Remodel: Cabinet is pursuing grants and gifts

Leah Griffith explained the children's room is 23 years old and 45% of the items checked out of the library come from this room. There is only 1 arm chair available for an adult. The plan is to extend into the back room of the library and remodel that space, adding a family restroom, windows, and remodeling the Austin Reading Room. The Campaign Cabinet is meeting to plan to raise about \$750,000 and plan to start construction in November, 2009.

Councilor Mike Boyes asked if the library has a Spanish collection.

Leah Griffith replied yes, and they will continue to purchase more.

Councilor Mike Boyes asked if that collection is for both children and adults.

Leah Griffith replied yes, and the collection for both is in the same section so families can come together.

Leah Griffith continued to explain the 2 projects from the library are relatively small. Right now the focus for the library is the fundraising to expand the children's library. Library hours are still 14% below the state average for libraries serving 18,000 – 25,000. The Newberg Library hours are 42 and the state average is 48 hours.

The new expense proposal is for the following:

- \$4,400 for additional chairs for the computer areas, as well as other seating
- \$11,000 for Internet/reference area rearrangement

7. Fire Department: Chief Al Blodgett

Al Blodgett, Fire Chief explained the Fire Dept. doesn't have the luxury of bringing in a lot of dollars and needs money from the general fund.

Chief Blodgett is in need of an Incident Command Vehicle. The present model for the Fire Department spells out that all of the Chiefs' will have an incident command vehicle. That is accomplished now with the exception of the Chief. In his position he is expected to respond to all fires and at the present time that is accomplished only by responding on a piece of apparatus thus taking him out of the role as Chief. The need also exists for the Chief to have a vehicle because he is the Chief of the County Fire Defense Board and in that capacity is expected to respond to other fires in the County that go to 3 alarms or greater.

Frank Douglas, Division Chief /EMS Coordinator expressed the need for 6 additional 800 MHz portable radios. One per fire fighter is needed on every emergency vehicle. These radios allow the fire fighters to talk to other units in surrounding counties, as well.

Ernie Amundson asked about the life expectancy of the radio.

Bob Tarniff, City Manager responded they were purchased in 1984 and none have been replaced thus far.

Ernie Amundson asked if it's GIS equipped.

Frank Douglas replied no.

Councilor Marc Shelton asked what the ultimate goal is.

Frank Douglas replied 1 for every fire fighter on an emergency vehicle.

Ernie Amundson asked if they can communicate with Police Dept.

Frank Douglas responded yes.

Chair Reardon asked how many do they need to reach their goal.

Frank Douglas replied 24 – 25 radios.

Alex Haven, Division Chief/Training Officer expressed the need for computer based training. With technology, they need to increase the regulation and that mandates training which requires many hours. The computer based training walks them through the program, gives tests, etc. which allows Alex to see where they're at and the results. Also, there needs to be training in driving laws and procedures.

Councilor Jeff Palmer asked what program is currently used.

Alex Haven explained they use information used with a projector. They have some DVDs but the curriculum is outdated.

Councilor Bart Rierson asked if \$13,000 is for hardware and software.

Alex Haven replied that amount covers all of it.

Councilor Roger Currier asked if they could tie into the online program in Salem.

Chief Al Blodgett responded there's a large difference between what they offer in Salem and what is needed.

Alex Haven went on to explain Component 2 which offers training in driving laws and procedures, Component 3 which is an emergency response simulator that is designed to create scenarios with an outcome from the decision of the students. The student would only see what area they are assigned to. The program they currently have is outdated. Component 4 is a quiz generator that would aid in creating tests.

Each Component is purchased separately with whatever licenses are required for each.

Chris Mayfield, Division Chief/Fire Marshal explained the last proposal is a Mobile Data Terminal, which is a portable computer. The purpose is for information on the call they're going to. The dispatch information goes on the MDT's which provides addresses, map page numbers, narratives on the patient or fire, hazardous materials, locked gate codes, and enables them to text message and talk rig to rig. The MDT has a touch screen, as well which frees up radio time. Dispatch can also flag what's needed, such as an individual being hostel in the past and can tell how many times they've been to that location. Chris requested 2 more MDTs for 2 more vehicles. The final goal is to have them in every rig. They cost \$10,000 each.

MOTION: Shelton/Adams to adjourn the meeting at 9:38 PM. Motion carried.
